

Job Description – Secondary Teacher

Job title:	Teacher – English
Responsible to:	Head of department and SLT
Liaising with:	Line managers, senior and extended leadership team, parents/carers, relevant support staff.
Pay range:	M1-UPS3
Contract terms:	Full time Permanent



All staff should be committed to the school and East Midlands Academy Trust's purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

Role of Secondary Teacher

To ensure the greatest possible progress and development of students, through high quality teaching and learning. To challenge and support all students to achieve their best by:

- Setting consistently high expectations and standards
- Sharing a love of your subject and of learning
- Enthusing, engaging and motivating students
- Inspiring trust and confidence in students and colleagues

Main duties

- To maintain thorough and up to date subject knowledge and pedagogy
- To plan lessons and sequences of lessons and to support students in meeting their personal and academic potential
- To use a range of effective strategies for teaching and for behaviour management, as detailed in the school's Learning Policy and Behaviour Policy
- To ensure the effective deployment of classroom support where appropriate

- To use and analyse performance data including prior learning data, progress data and external examination data when planning lessons, and in order to establish and set expectations, targets and action plans for individuals and groups of students
- To assess, monitor and record progress of students in teaching and tutorial groups
- To set home learning regularly and in accordance with the school's Homework Policy
- To mark work regularly, provide appropriate feedback, and ensure this feedback is acted upon, in accordance with the school's Homework, Marking and Assessment Policy
- To communicate students' progress with parents and carers
- To take part in activities, such as Open Evenings, Parents' Evenings, Options Evenings and Celebration Events
- To engage actively in your own Performance Management and to take responsibility for your own Professional Development within the context of the school's Performance Management and Professional Development policies
- To be a team player within your department, contributing to department meetings, improvement plans and evaluation processes.
- To work with, learn from, and support departmental colleagues
- To cooperate with colleagues to ensure a sharing and effective use of resources and to inform the process of ordering and allocation of equipment and materials
- To alert relevant staff to problems experienced by students and to work with those staff to implement solutions

Teachers here at NIA need to be exceptional classroom teachers who will inspire and motivate our learners, making learning fun and challenging. They need to be resilient, flexible, committed and dedicated, working with a diverse group of pupils.

Sharing the values and ethos of the Academy Trust

Our teachers are an integral part of our dedicated team who are working hard to attain high standards across the academy

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Compiled by: HR / Headteacher	Revision Number: v1
Approved by Headteacher:	Revision Date: __/__/__
Approved by HRBP:	Date: __/__/__
Signed by Post holder:	Date: __/__/__

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All appointments are subject to safer recruitment requirements.**

This post is subject to an Enhanced DBS Disclosure

Person Specification

	Essential	Desirable
Education and Qualifications		
Qualified Teacher Status	?	
Good Honours degree		?
Experience		
Successful teaching and curriculum experience within KS3 KS4 or KS5	?	
Successful experience of raising standards with measurable outcomes	?	
Evidence of continuing professional development	?	
Experience of teaching across the whole secondary age range and working in partnership with parents		?
Knowledge and understanding		
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) Statutory National Curriculum requirements at the appropriate key stage	?	
The monitoring, assessment, recording and reporting of pupils' progress	?	
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, Child Protection and safeguarding	?	
The positive links necessary within school and with all its stakeholders	?	
Understanding of quality of teaching and learning and how to improve practice Effective use of data to inform action planning and next steps	?	
The preparation and administration of statutory National Curriculum tests		?
Knowledge of key considerations in effective management and deployment of people and other resources		?
Experience of promoting personal, social, moral, cultural and spiritual development in children		?
Skills and Attributes		
Promote the school's aims and vision positively, and use effective strategies to monitor motivation and morale	?	
Establish and develop positive relationships with parents, governors and the community	?	
Communicate effectively (both orally and in writing) to a variety of audiences and have effective ICT skills	?	
Develop good personal relationships within a team	?	
Ability to effectively monitor, evaluate and reflect on the quality of education in order to identify strengths and areas of development	?	
Ability to use evidence-based research to plan for and implement change that ensure the raising of standards and is sustainable	?	

Ability to think creatively to anticipate and solve problems	?	
Ability to lead change	?	
Ability to use evidence-based research to plan for and implement change that ensure the raising of standards and is sustainable	?	
Ability to effectively monitor, evaluate and reflect on the quality of education in order to identify strengths and areas of development	?	
Ability to formulate a strategy for the school and secure commitment to it from others		?
Ability to drive improvement and challenge underperformance		?
Ability to establish and sustain appropriate structures and systems and monitor them		?
Ability to motivate, challenge and influence others to attain higher goals		?
Ability to develop and empower individuals and teams		?
Personal Qualities		
Approachable, respectful, empathic and values others	?	
Able to motivate self and others to achieve a shared goal	?	
Resilient, persistent and optimistic when faced with difficulties and challenge	?	
Commitment and dedication to social justice, equality and excellence for all	?	
Flexible, adaptable and can work in collaboration with others	?	
Committed to CPD of self and others within the school	?	
Excellent interpersonal communication and administrative skills	?	
Ability to work independently and as part of a team	?	
Values a coaching ethos that enable self and others to grow and develop	?	
High level of honesty and integrity	?	
Strong commitment to raising standards	?	
Punctual and reliable	?	
Further requirements		
Willingness to work flexible hours on occasion	?	
Willingness to maintain confidentiality on school matters	?	
Willingness to undertake training courses that are relevant to the duties of the post	?	
Willingness to be involved in internal and external meetings	?	
Supportive of the ethos of the trust and school	?	